



## TOWN OF RIVERHEAD

### Conservation Advisory Council

200 Howell Avenue, Riverhead New York 11901

(631) 727-3200, Ext. 207

## ***APPLICATION STANDARDS FOR CAC / CHAPTER 47 & 107***

### **All plans/surveys must include the following information:**

1. Location of all existing structures and proposed structures, including but not limited to docks, decks, swimming pools, bulkheads, sheds, tennis courts, retaining walls, etc.
2. Location of any wetlands (tidal or freshwater) or surface waters. Tidally influenced bodies of water must indicate the apparent high water mark and the apparent low water mark and the date and time the measurements were taken.
3. The applicant's name, the preparer of the survey, date prepared and any revision date.
4. A survey and topographical map with contours shown at two-foot intervals, showing, in detail, the scope of work to occur on the site.

### **All plans for residential or accessory structures must be done by a licensed surveyor, architect or engineer and include the following:**

1. Limits of clearing, filling or disturbance to vegetation.
2. The limit of wetlands, the date and the person or agency who provided the delineation should be marked. Any water body adjacent to or on the project site should be indicated and shaded.
3. An accurate depiction and location of either the proposed or existing sanitary system including a cross-sectional diagram, the system's distance to Apparent High Water and/or the edge of any wetlands or water body; any dry well(s) and their recharge capacity; location and date of a recent test hole result showing depth to groundwater; and the distance to any private well. If retaining wall(s) are required, top and bottom elevation should be indicated at each corner of the retaining wall(s) and the total amount of fill required.
4. If fill is required for the construction, then the type and source of material, existing and proposed contours at 1 or 2 foot intervals using National Geodetic Vertical Datum (NGVD) must be provided. The flood zone designation should be indicated and proof that the structure will comply with the rules and regulations of the appropriate flood zone.
5. For primary residential structures or large impervious surfaces such as tennis courts and driveways, drainage calculations should be provided for four (4") inches of rainfall and adequate containment and overflow structures indicated.

### **Bulkhead, Revetment, Retaining Wall or Gabions Jetties, Groins and Breakwaters:**

1. Location of proposed and existing structure(s), Apparent High Water, Apparent Low Water or wetland edge, distance to existing or proposed structure(s) or reference points (i.e. house, roads, property line, monument). In addition, the survey should indicate any bulkheads within 100 feet of the proposed bulkhead.
2. Cross Sectional Plan View, drawn to scale, of the structure(s) should include: location of and Storm or Spring High Water; existing and proposed elevations seaward and landward of proposed structure according to National Geodetic Vertical Datum (NGVD), and complete construction detail with specific dimensions.
3. Outline of excavation and/or fill. State amount, type and source of all required fill.
4. If the bulkhead is going to tie into that of the adjacent property, then consent from the appropriate property owner is required.
5. For any new Bulkhead or Erosion Control Device the following MUST be submitted with the application:

- a. estimate of erosion over preceding twenty (20) years and identification of the cause of erosion.
- b. analysis of available non-structural erosion protection measures. Before a structural measure can be considered for approval, the impracticality of non-structural measures must be shown.

**Dock, Catwalk, Pier, Bridge:**

1. Location of proposed structure(s) in relation to Mean High water or wetland edge, and distances to any existing structure(s).
2. Cross-sectional plan/view showing structure, dimensions and elevations above Mean Low Water, Mean High Water, and identified wetlands.  
\*\*\* The Town Code of the Town of Riverhead requires all piers and docks to be placed a minimum of 4.0 feet above any wetlands, not be located within 10 feet of any side property line, be of open construction, and have a maximum length not to exceed 30% the width of the waterway, 150 feet or end at a water depth not to exceed 3.0 feet. \*\*\*

**Dredging:**

1. Cross-sectional plan view of the area to be dredged to include depth below the Low Water mark showing proposed depths in relation to National Geodetic Vertical Datum and adjacent slope.
2. Amount, in cubic yards, showing how this was determined, and type of sediment to be removed.
3. Means of dredging (i.e. hydraulic, clam shell bucket).
4. Limits of proposed spoil site and cross sectional diagram of spoil site indicating containment volume and interior and exterior elevations according to NGV datum. If dredging is to be done hydraulically, a complete diagram of the dewatering system should be included.
5. Authorization by the owner for the use of the spoil site



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## ***CHAPTERS 47 AND 107 ~ APPLICATION CHECKLIST***

### **INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT WITHOUT REVIEW**

To avoid delays in the processing of your application be sure that all the information indicated below is included (where applicable) with your application. **A complete application consists of the following:**

1. ☐ **Application Form** – (3 copies) Must be filled out completely. Be sure to include a complete project description, stating the type of structure or work proposed with specific dimensions and areas for all activities. The application must also include the Suffolk County Tax Number, the property location, and be signed by the applicant/owner and dated.
2. ☐ **Owner's Consent Form** - (3 copies) Must be completed by the owner of the property if the applicant is someone other than the owner of the property.
3. ☐ **Affidavit of Indemnity Form** - (3 copies) Completed and signed by the owner of the property and by a Notary Public. A second affidavit must be signed by the contract vendee of the property, if applicable, and notarized.
4. ☐ **Contiguous Owners** - Provide the name and addresses of all owners of lands contiguous to lands and waters where proposed project will take place.
5. ☐ **A copy of a current survey. Must be less than (10) ten years old and show ALL existing structures.**
6. ☐ **Application Fee** – All applications must be accompanied by a \$100.00 nonrefundable fee. Fees are set by the Town Board of the Town Riverhead and may not be waived by Town personnel.
7. ☐ **Two recent photos of the project area (3 copies of photos)** (projects may require more than two photos for better verification). Photographs should show any relevant feature on the property (structures, dunes, ponding areas, shoreline, etc.) and the approximate area of construction. Photographs should be labeled with applicant's name, date, and the direction in which photo was taken.
8. ☐ **Survey or Project Plan (3 complete sets)** - The surveyor, prior to the submission of the application, should stake out proposed structure(s). All plans must be drawn in a scale no less detailed than one inch equals forty feet or in a scale as required to meet the guidelines as required in the Riverhead Subdivision Regulations.
9. **This project will require the following approvals:**

#### ***Town of Riverhead:***

☐ Building Permit ☐ Zoning Board Approval ☐ Site Plan Approval ☐ Subdivision Approval

#### ***Other Agencies:***

☐ S.C. Dept. of Health Services ☐ NYSDEC ☐ US Army Corps of Engineers

10. ☐ **Copies of permits or pending applications required by other** agencies and/or including a New York State Department of Environmental Conservation (NYSDEC) Letter of non-jurisdiction.
11. ☐ **Covenants and restrictions** – Enclose copies of covenants and restrictions if parcel was part of a subdivision or Zoning Board of Appeals approval
12. ☐ **Short Environmental Assessment Form** – completed similarly to application

***Chapter 107 - Tidal and Freshwater Wetlands***

***Chapter 47- Bays and Creeks***

Commencement of work prior to obtaining necessary permits may be considered a violation of this chapter is hereby declared to be an offense punishable by a fine not exceeding \$1,000 or imprisonment for a period not to exceed six months, or both. Each day's continued violation of this chapter will constitute a separate additional violation.

In addition to any penalties, fines, forfeitures or injunctions that may be imposed pursuant to this , an applicant who files an application for a permit pursuant Chapter 107 and 47, after a violation of this chapter has occurred, shall pay triple the application fee.



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**APPLICATION INFORMATION**

Designated name of proposed development or project: \_\_\_\_\_

**Applicant\*:**

**Owner\*:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Suffolk County Tax Map Number: 0600/ \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ . \_\_\_\_\_

- Location of site: \_\_\_\_\_
- Type of Permit ☐ Wetlands ☐ Natural Drainage System (Chapter 107) ☐ Dock, Mooring (Chapter 47) ☐ Combined (fees shall be confined)
- Start Date: \_\_\_\_\_ Approx. Completion Date: \_\_\_\_\_

Project Description:

- ☐ Bulkhead ☐ Dock ☐ Residence ☐ Accessory Structure  
☐ Dredging ☐ Sanitary System ☐ Filling ☐ Addition to Existing Structure  
☐ Planting ☐ New Road ☐ Clearing ☐ New ☐ Existing ☐ Other \_\_\_\_\_  
☐ Work has commenced prior to filing, TRIPLE FEE REQUIRED ☐ Summons was issued prior to filing

- Project description; dimensions, amounts of fill, etc. \_\_\_\_\_  
\_\_\_\_\_
- Purpose of construction: \_\_\_\_\_  
\_\_\_\_\_

CERTIFICATION: I hereby affirm under penalty of perjury that information provided on this form is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law. As a condition to the issuance of a permit, the applicant accepts full legal responsibility for all damage, direct or indirect, of whatever nature, and by whomever suffered, arising out of the project described herein and agrees to indemnify and save harmless the Town from suites, actions, damages and costs of every name and description resulting from the said project.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20

\_\_\_\_\_